



Maintaining AR Organizations

The Organization Options eDoc is used to set up a 'billing organization' so that users within the organization can create Accounts Receivable eDocs appropriate to the billing function. This eDoc also allows you to define other data elements that carry forward to the Customer Invoice, such as payment terms, print options, organization messages appropriate for display on the invoice, remittance information, and the billing organization's phone number(s).

The Organization Accounting Default eDoc is used to define billing organization accounting line defaults for the Customer Invoice and Customer Invoice Item Code eDocs.

The Customer Invoice Item Code is an identifier that is used to set up default information for items or services being invoiced in the Customer Invoice eDoc. Populating this code in the Invoice Item Code field on an accounting line of the invoice will bring in the default values associated with that item code, which results in saving the user from manually entering the information on the accounting line. All fields on the accounting line of the invoice (except for Service Billing Date) can be set up as a default value using the item code.

Maintenance tab → Accounts Receivable → Organization Options
Organization Accounting Default
Customer Invoice Item Code

kuali
financial systems®

Main Menu Maintenance Administration

action list doc search Logged in U

Message Of The Day
WE ARE LIVE! (PRD, 06/22/2012)

Chart of Accounts

- Account Status Code
- Account Type
- Accounting Period
- AICPA Function
- Balance Type
- Basic Accounting Category
- Budget Aggregation Code
- Budget Plan ID
- Budget Recording Level
- Chart
- COA Crosswalk Identifier

Accounts Receivable

- Category
- Customer
- Customer Type
- Customer Address Type
- Customer Invoice Item Code
- Invoice Recurrence
- Invoice Type
- Organization Options
- Organization Accounting Default
- Payment Medium
- Reason Code

Business Rules

- The 'Processing Organization' must exist before creating a 'Billing Organization' with the Organization Options eDoc.



Kuali Financial System Process Documentation - AR Organizations

- The 'Biller' can only edit information on the Organization Options eDoc for their assigned 'Billing Organization.'
- The 'Billing Organization' must exist before creating the Organization Accounting Default and Customer Invoice Item Code.
- The Item Unit of Measure must exist on the Unit of Measure table in the Customer Invoice Item Code eDoc.

Legend

- KFS eDoc
 - * = Required
- Process Documentation
 - (Required) = System/Organizational Requirement
 - (Optional) = For departmental use
 - (Not used) = Not being used by UH

eDoc Information Box

Organization Options	Doc Nbr:	4771	Status:	FINAL
	Initiator:	ctaketa	Created:	11:38 AM 10/18/2011

[expand all](#) [collapse all](#)
* required field

- Doc Nbr = eDoc Number and Invoice Number
- Initiator = UH username of person initiating eDoc
- Status = In Process, Saved, Enroute, Final
- Created = Date eDoc was initiated

Buttons



1. Click the 'save' button to continue editing in the future
2. Click the 'submit' button to route for approval:
 - Organization Options – General Accounting (GALC)
 - Organization Accounting Default – None
 - Customer Invoice Item Code – None
3. Click the 'close' button to close the eDoc
4. Click the 'cancel' button to cancel the eDoc

After the Maintenance eDocs are in 'Final' status, the following buttons will display:



5. Click the 'send ad hoc request' to send an FYI or acknowledgement
6. Click the 'close' button to close the eDoc

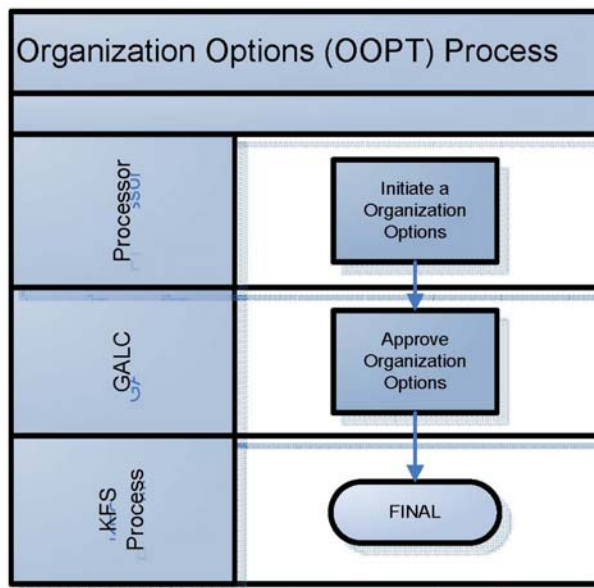


Kuali Financial System Process Documentation - AR Organizations

Organization Options eDoc

Search for an existing 'Billing Organization' by selecting from the attributes available or click the 'create new' button to create a new 'Billing Organization':

The screenshot shows the 'Organization Options Lookup' interface. At the top, there are navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. Below these, there are search and action buttons: 'action list', 'doc search', and a 'create new' button (circled in blue). The main search area contains four input fields: 'Billing Chart Code', 'Billing Organization Code', 'Processing Chart Code', and 'Processing Organization Code'. Below the fields are 'search', 'clear', and 'cancel' buttons. A status bar at the top right indicates 'Logged in User: ctaketa Impersonating User: cas' and includes 'Login' and 'Logout' buttons. A 'Provide Feedback' link is also visible.





Kuali Financial System Process Documentation - AR Organizations

Document Overview

1. (Required) Enter in a Description
 - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

Edit Organization Options

4. (Required) Enter in the Billing Chart Code or select the magnifying glass to search
5. (Required) Enter in the Billing Organization Code or select the magnifying glass to search
 - Note: The Organization Code must exist under the Chart Code being used
6. (Required) System Default: The Processing Chart Code and Organization Code will be pulled from your person profile



Kuali Financial System Process Documentation - AR Organizations

Edit Organization Invoice Information

New	
Organization Postal Code:	
Organization Postal Country Code:	<input type="text"/>
Remit To:	University of Hawaii
Payment Terms Text:	NET 30 DAYS
Message Text:	<input type="text"/>
Print Options:	<input type="text"/>
Contract and Grant Biller?:	<input type="checkbox"/>

7. (Optional) Enter in the Organization Postal Country Code or select the magnifying glass to search
8. (Optional) System Default: Payment Terms Text will display as 'NET 30 DAYS'
 - To change, edit as applicable
 - This is an editable field within the Customer Invoice
9. (Optional) Enter in the Message Text that will display on the Customer Invoice
 - This message will display on all the printed invoices created by the Billing Organization
10. (Optional) Select the Print Options related to printing the invoice from the drop-down menu
 - Options:
 - Send to USER Queue - Allows an AR user the ability to print a invoice directly within the Customer Invoice eDoc
 - Send to BILL Queue - Allows an AR user the ability to print multiple invoices for their Billing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
 - Send to PROC Queue - Allows an AR user the ability to print multiple invoices for their Processing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
 - Do Not Print
11. (Not Used) The Contract and Grant Biller? will be used by ORS only

Edit Organization Remit To Address

New	
Address:	UNIVERSITY OF HAWAII
Line 1 Street Address:	INFORMATION TECHNOLOGY SVCS
Line 2 Street Address:	2425 CAMPUS ROAD, SINCLAIR 10
City Name:	HONOLULU
State Abbreviation:	HI
Postal Code:	96822

12. System Default: The Remit to Address will be pulled from the 'Processing Organization' on the System Information Maintenance table
 - Note: Contact GALC if the Address requires updating



Kuali Financial System Process Documentation - AR Organizations

Edit Organization Phone

Edit Organization Phone hide

New

* Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
800 Phone Number:	<input type="text"/>

13. (Required) Enter in the Phone Number (format = xxx-xxx-xxxx)
 - This number will display on all the printed invoices created by the Billing Organization
14. (Optional) Enter in the Fax Number (format = xxx-xxx-xxxx)
 - This number will display on all the printed invoices created by the Billing Organization
15. (Optional) Enter in the 800 Phone Number (format = xxx-xxx-xxxx)



Kuali Financial System Process Documentation - AR Organizations

Organization Options ?	Backdoor Id cas is in use	Doc Nbr: 10466	Status: ENROUTE
		Initiator: cas	Created: 11:55 AM 06/01/2012

Document was successfully submitted.

[expand all](#) [collapse all](#)

* required field

Document Overview [hide](#)

* Description: 066 - Create MA-TELE to SW-VPIT	Explanation: Create AR Billing Organization
Organization Document Number:	

Edit Organization Options [hide](#)

New	
Billing Chart Code:	MA
Billing Organization Code:	TELE
Processing Chart Code:	SW
Processing Organization Code:	VPIT

Edit Organization Invoice Information [hide](#)

New	
Organization Postal Code:	
Organization Postal Country Code:	
Remit To:	University of Hawaii
Payment Terms Text:	NET 30 DAYS
Message Text:	MESSAGE TEXT PRINTS HERE
Print Options:	Send to USER Queue
Contract and Grant Biller?:	No

Edit Organization Remit To Address [hide](#)

New	
Address:	UNIVERSITY OF HAWAII
Line 1 Street Address:	INFORMATION TECHNOLOGY SVCS
Line 2 Street Address:	2425 CAMPUS ROAD, SINCLAIR 10
City Name:	HONOLULU
State Abbreviation:	HI
Postal Code:	96822

Edit Organization Phone [hide](#)

New	
Phone Number:	808-956-0000
Fax Number:	
800 Phone Number:	

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)



Kuali Financial System Process Documentation - AR Organizations

Route Log
▼ hide

Route Log
Backdoor Id cas is in use
refresh

ID: 10466
▼ hide

Title	New OrganizationOptions - 066 - Create MA-TELE to SW-VPIT		
Type	Organization Options	Created	11:55 AM 06/01/2012
Initiator	Shinsato, Craig	Last Modified	11:56 AM 06/01/2012
Route Status	ENROUTE	Last Approved	
Node(s)	Management	Finalized	

Actions Taken
▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Shinsato, Craig		11:56 AM 06/01/2012	

Pending Action Requests
▼ hide

	Action	Requested Of	Time/Date	Annotation
▶ show	IN ACTION LIST APPROVE	UH_GALC UH_ORG	11:56 AM 06/01/2012	KFS-AR Manager

Future Action Requests
▼ hide

Action	Requested Of	Time/Date	Annotation

Log Action Message
▼ hide

Action Message

[log](#)

[send ad hoc request](#)
[reload](#)
[close](#)

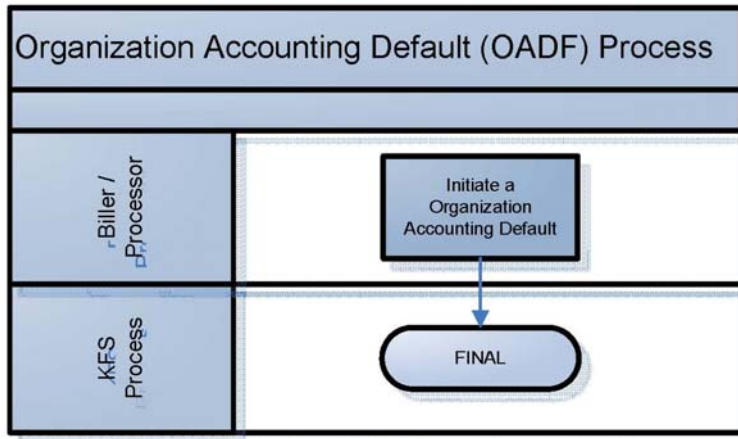


Kuali Financial System Process Documentation - AR Organizations

Organization Accounting Default eDoc

Search for an existing Organization Accounting Default by selecting from the attributes available or click the 'create new' button to create a new Organization Accounting Default:

The screenshot shows the Kuali Financial System interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration' tabs. Below this, a search bar contains 'action list' and 'doc search' buttons. The user is logged in as 'ctaketa' and impersonating 'heidy'. A 'create new' button is circled in blue. Below the search bar, there are three input fields: 'Fiscal Year', 'Billing Chart Code', and 'Billing Organization Code'. Each field has a search icon. Below the fields are 'search', 'clear', and 'cancel' buttons. A red banner at the top indicates 'Backdoor Id heidy is in use'.





Kuali Financial System Process Documentation - AR Organizations

Document Overview

Document Overview	
* Description:	<input type="text"/>
Organization Document Number:	<input type="text"/>
Explanation:	<input type="text"/>

1. (Required) Enter in a Description
 - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

Edit Organization Accounting Defaults

Edit Organization Accounting Defaults	
New	
* Fiscal Year:	<input type="text"/>
* Billing Chart Code:	<input type="text"/>
* Billing Organization Code:	<input type="text"/>

4. (Required) Enter in the Fiscal Year or select the magnifying glass to search
5. (Required) Enter in the Billing Chart Code or select the magnifying glass to search
6. (Required) Enter in the Billing Organization Code or select the magnifying glass to search

Edit Organization Income Account Defaults

Edit Organization Income Account Defaults	
New	
Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Sub Account Number:	<input type="text"/>
Object Code:	<input type="text"/>
Sub-Object Code:	<input type="text"/>
Project Code:	<input type="text"/>
Organization Reference Identifier:	<input type="text"/>

7. (Optional) Enter in the Chart Code or select the magnifying glass to search
8. (Optional) Enter in the Account Number or select the magnifying glass to search
9. (Optional) Enter in the Sub-Account Number or select the magnifying glass to search
10. (Optional) Enter in the Object Code or select the magnifying glass to search
11. (Optional) Enter in the Sub-Object Code or select the magnifying glass to search
12. (Optional) Enter in the Project Code or select the magnifying glass to search
13. (Optional) Enter in the Organization Reference Identifier



Kuali Financial System Process Documentation - AR Organizations

Edit Organization Receivable Account Defaults

Edit Organization Receivable Account Defaults hide

New	
Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Sub Account Number:	<input type="text"/>
Object Code:	<input type="text"/>
Sub-Object Code:	<input type="text"/>
Project Code:	<input type="text"/>
Organization Reference Identifier:	<input type="text"/>

14. (Not Used) Organization Receivable Account Defaults is not being used

Edit Organization Writeoff Account Defaults

Edit Organization Writeoff Account Defaults hide

New	
Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Sub Account Number:	<input type="text"/>
Object Code:	<input type="text"/>
Sub-Object Code:	<input type="text"/>
Project Code:	<input type="text"/>
Organization Reference Identifier:	<input type="text"/>

15. (Not Used) Organization Writeoff Account Defaults is not being used



Kuali Financial System Process Documentation - AR Organizations

Organization Accounting Default Backdoor Id heidy is in use	Doc Nbr: 10822	Status: ENROUTE
	Initiator: heidy	Created: 02:05 PM 06/07/2012

Document was successfully submitted.

[expand all](#) [collapse all](#)
* required field

Document Overview ▼ hide

Document Overview

* Description: 066 - Create MA-TELE Org Acctg Default	Explanation:
Organization Document Number:	

Edit Organization Accounting Defaults ▼ hide

New

Fiscal Year:	2012
Billing Chart Code:	MA
Billing Organization Code:	TELE

Edit Organization Income Account Defaults ▼ hide

New

Chart Code:	MA
Account Number:	2263232
Sub Account Number:	
Object Code:	0750
Sub-Object Code:	
Project Code:	
Organization Reference Identifier:	

Edit Organization Receivable Account Defaults ▶ show

Edit Organization Writeoff Account Defaults ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▼ hide

Route Log Backdoor Id heidy is in use [refresh](#)

ID: 10822 ▼ hide

Title: New OrganizationAccountingDefault - 066 - Create MA-TELE Org Acctg Default			
Type: Organization Accounting Default	Created: 02:05 PM 06/07/2012		
Initiator: Uno, Heidy-ann	Last Modified: 02:08 PM 06/07/2012		
Route Status: FINAL	Last Approved: 02:08 PM 06/07/2012		
Node(s): OrganizationHierarchy	Finalized: 02:08 PM 06/07/2012		

Actions Taken ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Uno, Heidy-ann		02:08 PM 06/07/2012	

Future Action Requests ▼ hide

Action	Requested Of	Time/Date	Annotation

Log Action Message ▼ hide

Action Message: [log](#)

[send ad hoc request](#)
[reload](#)
[close](#)



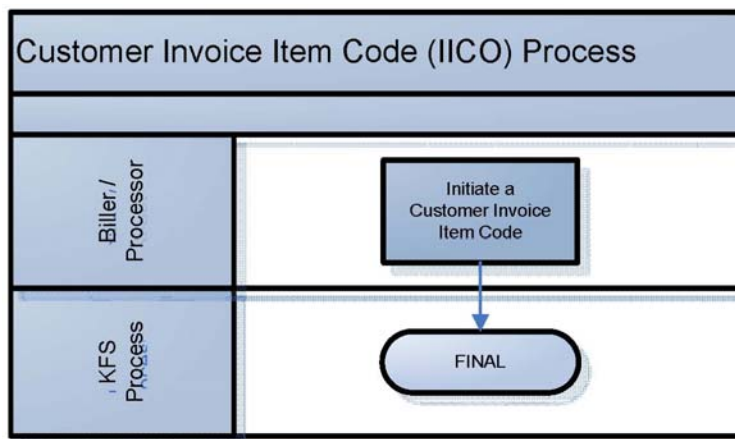
Kuali Financial System Process Documentation - AR Organizations

Customer Invoice Item Code eDoc

Search for an existing Customer Invoice Item Code by selecting from the attributes available or click the 'create new' button to create a new Customer Invoice Item Code:

Kuali financial systems
Main Menu Maintenance Administration
Test (Bld: 249; Rev:) (Oracle9i)
Provide Feedback
action list doc search
Logged in User: ctaketa Impersonating User: heidy
Customer Invoice Item Code Lookup Backdoor Id heidy is in use
create new
* required field

Billing Chart:
Billing Organization:
Item Code:
Chart Code:
Account Number:
Active Indicator: Yes No Both
search clear cancel





Kuali Financial System Process Documentation - AR Organizations

Document Overview

1. (Required) Enter in a Description
 - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

Edit Billing Organization

- ❖ Note: The Processor must change the Billing Chart and Organization to a valid 'Billing Organization'
4. (Required) System Default: The Billing Chart will be pulled from your person profile
 - To change, enter in the Chart or select the magnifying glass to search
 5. (Required) System Default: The Billing Organization will be pulled from your person profile
 - To change, enter in the Organization or select the magnifying glass to search

Edit Invoice Item Code

6. (Required) Enter in the Item Code
7. (Required) Enter in the Item Description
8. (Optional) Enter in the Related Stock Number
9. (Optional) Enter in the Item Price
10. (Optional) Enter in the Item Quantity
11. (Optional) Enter in the Item Unit of Measure
12. (Required) Select the Active Indicator check box
 - To deactivate the item code, unselect the check box
13. (Not Used) Taxable is not being used



Kuali Financial System Process Documentation - AR Organizations

Edit Item Code Default Account

Edit Item Code Default Account hide	
New	
Chart Code:	MA <input type="text"/>
Account Number:	2263232 <input type="text"/>
Sub-Account Number:	<input type="text"/>
Object Code:	0750 <input type="text"/>
Sub-Object Code:	<input type="text"/>
Project Code:	<input type="text"/>
Organization Reference Identifier:	<input type="text"/>

- ❖ Note: If the Organization Accounting Default is setup for the Billing Organization, these attributes will display within this tab
- 14. (Optional) Enter in the Chart Code or select the magnifying glass to search
- 15. (Optional) Enter in the Account Number or select the magnifying glass to search
- 16. (Optional) Enter in the Sub-Account Number or select the magnifying glass to search
- 17. (Optional) Enter in the Object Code or select the magnifying glass to search
- 18. (Optional) Enter in the Sub-Object Code or select the magnifying glass to search
- 19. (Optional) Enter in the Project Code or select the magnifying glass to search
- 20. (Optional) Enter in the Organization Reference Identifier



Kuali Financial System Process Documentation - AR Organizations

Customer Invoice Item Code Backdoor Id heidy is in use	Doc Nbr: 10824	Status: ENROUTE
	Initiator: heidy	Created: 02:12 PM 06/07/2012

Document was successfully submitted.

[expand all](#) [collapse all](#)
* required field

Document Overview ▼ hide

Document Overview

* Description: 066 - Create MA-TELE Cus Inv Item Code	Explanation:
Organization Document Number:	

Edit Billing Organization ▼ hide

New

Billing Chart:	MA
Billing Organization:	TELE

Edit Invoice Item Code ▼ hide

New

Item Code:	DDIAL
Item Description:	DIRECT DIAL CHARGES
Related Stock Number:	
Item Price:	
Item Quantity:	
Item Unit Of Measure:	EA
Active Indicator:	Yes
Taxable:	No

Edit Item Code Default Account ▼ hide

New

Chart Code:	MA
Account Number:	2263232
Sub-Account Number:	
Object Code:	0750
Sub-Object Code:	
Project Code:	
Organization Reference Identifier:	

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▼ hide

Route Log Backdoor Id heidy is in use [refresh](#)

ID: 10824 ▼ hide

Title: New CustomerInvoiceItemCode - 066 - Create MA-TELE Cus Inv Item Code			
Type	Customer Invoice Item Code	Created	02:12 PM 06/07/2012
Initiator	Uno, Heidy-ann	Last Modified	02:16 PM 06/07/2012
Route Status	FINAL	Last Approved	02:16 PM 06/07/2012
Node(s)	AdHoc	Finalized	02:16 PM 06/07/2012

Actions Taken ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Uno, Heidy-ann		02:16 PM 06/07/2012	

Future Action Requests ▼ hide

Action	Requested Of	Time/Date	Annotation

Log Action Message ▼ hide

Action Message: [log](#)

[send ad hoc request](#) [reload](#) [close](#)